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Policies and Procedures

Title: Accepting and Maintaining Employment Applications

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The Directive describes the procedures and requirements pertaining to the acceptance of applications for employment by field locations.

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1. Abbreviations

- FPM - Federal Personnel Manual
- LAO - Location Administrative Office
- PD - Personnel Division

2. Authorities

FPM Chapter 213

FPM Chapter 332

FPM Chapter 333

3. Policy

It is ARS policy that:

- Locations are authorized to accept and retain applications, at their discretion, from persons who may be considered for employment without competition.
- Applications from persons who must compete for consideration on a register or under merit promotion procedures may not be retained by locations.

4. Responsibilities

PD is responsible for the processing of applications for employment and responsible for replying to inquiries.

The **LAO** is responsible for the proper handling of applications received by a location, according to the procedures described in this **DIRECTIVE**.

5. Procedures

LAO

- Must date stamp all applications upon receipt and retain the envelope, regardless of how the

application is ultimately handled. The date of receipt and postmark are sometimes important factors in determining eligibility for consideration.

- Accept applications for vacancies being filled under the ARS Demonstration Project. The procedures for handling these applications are described in the Demo Manual.
- At their discretion, retain applications from persons who do not have to compete for consideration on a register or a merit promotion announcement. The following types of applications are in this category:
 - Stay-in-school and summer aid applications.
 - Applications for positions filled under excepted authorities, including 1040q and 180 day location authorities.
 - Applications from those eligible to be hired under the Veterans Readjustment Act, former Peace Corps, Action and Vista volunteers who are eligible for non-competitive consideration and disabled persons eligible for excepted appointments.
 - Applications for positions covered by a competitive direct hire authority issued by the U. S. Office of Personnel Management. However, it is generally advantageous to announce a vacancy and solicit applications when needed rather than collect them in advance and maintain a file.
 - Applications from persons who have civil service status and are seeking transfer or reinstatement, provided they are not seeking a higher grade or a position with promotion potential. However, it is recommended that such applications be returned with advice to watch for announcements and resubmit at that time. Applicants may construe the retention of an application as a commitment to watch for announcements in their behalf and provide automatic consideration. Further, most merit promotion announcements have specific knowledges, skills and abilities to be addressed, and a general application may not suffice.

The above types of applications may be returned if there is little likelihood vacancies will become available. A short note indicating that no vacancies are anticipated will suffice. Applications may also be forwarded to PD for action, though it should be noted that PD will tell applicants for positions such as stay-in-school to contact their local ARS location.

While locations may retain applications in any or none of the above groups, it is advisable to limit activity to those described in a, b and c.

Applications from individuals who would have to compete on a register or announcement in order

to be selected (i.e., those not listed above) should be forwarded to the Recruitment Officer, PD, for reply.

- Comply with the following requirements if applications are retained:
 - **All** applications from eligible persons must be accepted. For example, if a location has a direct hire authority for clerical positions and opts to retain applications, it must accept applications for clerical positions from all interested persons who meet the requirements and submit the proper documents.
 - Applications are to be retained for 1 year.
 - Forward applications accepted under competitive direct hire authority to the servicing personnel specialist, PD, for ranking prior to taking any action to fill a vacancy. Civil service regulations require that selections be made from among the top three candidates and that veterans preference be observed. No ranking is required for excepted positions such as stay-in-school or 1040q appointments, or for selections under the veterans or disabled programs.
 - Commitments may not be made to any applicant without prior approval by the servicing personnel specialist.

Recruitment Officer

- Respond to inquiries from the general public and provide guidance on how to get on a register or obtain consideration for employment.

Servicing Personnel Specialist

- Rank applicants recruited under a competitive direct hire authority, provide a certificate to the LAO, and insure that the selection is made from the top three candidates and conforms to the rules regarding veterans preference. Documentation must be retained for 90 days.

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